

Schedule 83

ENGINEERS & ARCHITECTS BOARD


SEPTEMBER 6, 1991

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

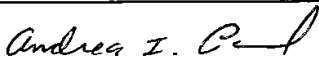
**REQUEST FOR APPROVAL OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER
	83
	AGENCY, BOARD OR COMMISSION
	BOARD OF EXAMINERS FOR PROFESSIONAL ENGINEERS AND ARCHITECTS
Supersedes Edition of October 30, 1986	

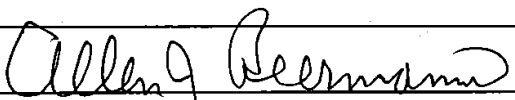
PART I – AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE * 	Charles G. Nelson
TITLE EXECUTIVE DIRECTOR	DATE AUGUST 28, 1991

PART II – ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE * 	DATE Sept. 3, 1991
STATE ARCHIVIST	

PART III – APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE * 	DATE Sept. 6, 1991
ADMINISTRATOR	

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 83 – ENGINEERS & ARCHITECTS BOARD

83-1 ANNUAL REPORT

Report is compiled in compliance with Section 81-846, R.R.S. 1943. Includes roster of registered engineers and architects, fiscal year transactions and reports of receipts and expenditures by the board.

Transfer 4 copies to the Library Commission Publications Clearing House.

Retain 2 copies permanently.

Dispose of all undistributed copies at Agency Director's discretion.

83-2 CARD FILE ROSTERS

Card files include registration data on registrants. The file indicates individuals certified as Engineers-In-Training (EIT) and Architects-In-Training (AIT), as well as individuals licensed as Professional Engineers and/or Architects, and includes deceased and lapsed registrants.

Microfilm as the first document of the file when inactive professional files are microfilmed (see 83-7); retain permanently.

83-3 COMPUTER ROSTER PRINTOUT REPORTS

On-Line data includes individuals licensed as Professional Engineers and/or Architects and includes deceased and lapsed registrants and other related information. Reports containing data organized in various ways are generated upon request.

ON-LINE DATA: Delete superseded information (change of address, status, etc.).

REPORTS: Dispose of after superseded.

83-4 ENGINEERS/ARCHITECTS APPLICANTS FILE, INCOMPLETE

File established to maintain a record of individuals who have filed an application and have not completed the examination and/or the registration program of the agency.

Dispose of 10 years after last contact.

83-5 EIT/AIT APPLICANTS FILE, FAILED

Files for Individuals who have applied for certification as Engineers-in-Training (EIT) or Architects-in-Training (AIT) but have never received certification. Includes application, examination, work experience and correspondence involving applicants request for certification as an EIT or an AIT.

Dispose of 10 years after last contact.

83-6 EIT/AIT FILE

Files for individuals who have been certified as an Engineer-In-Training (EIT) or an Architect-In-Training (AIT) but have not yet applied for registration. Includes application, examination, and correspondence involving applicant's request for consideration of his qualifications for certification as an EIT or AIT.

APPLICATION AND CONTROVERSIAL MATERIAL: Microfilm and destroy 15 years after certification.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

ALL OTHER DOCUMENTS: Dispose of at the time of microfilming.

83-7 ENGINEERS/ARCHITECTS PROFESSIONAL FILES

Individual files of Nebraska licensed professional engineers and architects. Includes applications, AIT/EIT certification material, controversial material, correspondence, college transcript, reference replies, mail receipt for delivery of official seal, exam papers, interview rating sheets and invitation to examination.

Retain until inactive then microfilm file card (return card to card file roster, 83-2) application, and controversial material. Dispose of application and controversial material after microfilming.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

DRAWINGS AND TEST MATERIAL: Dispose of at the discretion of the Agency Director.

ALL OTHER DOCUMENTS: Dispose of at the time of microfilming.

83-8 RENEWAL NOTICE RECIEPTS

Retained portion of the yearly renewal notice sent to professional engineers and professional architects.

Dispose of after subsequent renewal period provided audit has been completed.¹

83-9 EXAMINATION PROCEDURAL MATERIAL AND RESULTS

May include results of NCEES (National Council of Examiners for Engineers and Surveyors) and NCARB (National Council of Architectural Boards) examinations, examination results tabulated by the Nebraska Board of Examiners for Professional Engineers and Architects, examination questions, solution booklets, and answer keys.
Dispose of 15 years after examination data.

NOTES

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet